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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: January 26, 2001

SUBJECT: SAFETY MEETING IDEAS -- JANUARY 2001

Suggested issues to discuss during your next meeting are:

1. What to Do If In The Case of a Shooting

Since the recent shooting in Grass Valley, many employees have asked me what to do when there is a shooting.

If a person appears with a weapon:

- Seek cover or escape from the area.
- If possible, contact 9 - 911.
- Warn others in the immediate vicinity.
- Close doors and alert others to do the same. Stay in protected areas until told by law enforcement indicate that it is safe to come out
- If possible, notify your supervisor, Emergency Team Members and California Highway Patrol.

If you hear that there is a fugitive loose in the immediate area, what pre-cautions should you take:

- Lock the door to your facility or vehicle
- Listen to the local news station to hear law enforcement advisories and updates
- Only leave the facility when law enforcement deems it safe

2. What To Do If You Receive A Bomb Threat Telephone Call

Recently a bomb threat was received in Sacramento. The caller did not mention ARB specifically, nor use the employee's name. It was the only call received and procedures were followed for notification of authorities and staff. No bomb was found. It was a sobering reminder that we must always be on the alert.

Form ASD/MSB-197 (attached) was created to assist employees who receive a bomb threat over the telephone. It provides questions to ask and helps the employee identify important information about the caller, which will assist law enforcement. A copy of Form ASD/MSB-197 should be placed by every telephone. The first page of the State of California Directory also contains a helpful guide of what to do and ask in case of a bomb threat. All threats will be taken seriously and will be reported to law enforcement.

3. What You Can Do to Protect Yourself in the Workplace

Learn what you can do to protect yourself in the workplace by reading the attached document. ARB makes every effort to make the workplace safe for their employees. All buildings are now secure with key card access entry, which can only be effective if the doors shut tightly behind us.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

What You Can Do to Protect Yourself In the Workplace

- 1 **Work in authorized areas only.**
- 2 **Use the buddy system if you're working after hours.**
- 3 **Agree on danger signals.**
- 4 **Alert security to strangers on the premises.**
- 5 **Report suspicious behavior, missing items.**
- 6 **Keep emergency numbers near your work area.**
- 7 **Have an alarm at your desk.**
- 8 **Never open the door to a stranger after business hours.**
- 9 **Lock valuables in your desk drawer.**
- 10 **Stay out of darkened parts of the building. If you're at work after hours, get a security guard to escort you to your work area.**
- 11 **Avoid stairwells in parking garages. Use the ramp, or get a security guard to escort you.**
- 12 **Never get into an elevator if there's a suspicious person there. If a suspicious person gets into an elevator with you, or if someone threatens or attacks you in an elevator, punch all the floor buttons and get out as soon as you can.**
- 13 **If working off-hours or at night, let security know where you are and how long you'll be there. Ask security to check on you periodically.**
- 14 **Never reveal to a caller that you're working alone.**
- 15 **Call 911 at the first sign of trouble.**
- 16 **Stay alert and observant at all times.**
- 17 **Immediately report any threatening or suspicious incident or the presence of any unauthorized person.**
- 18 **Tell your supervisor immediately if you're the victim of an act of violence, threats or harassment. Report such an incident if you see it happening to someone else.**
- 19 **If you feel endangered, call for help immediately. Yell and get under cover if necessary.**
- 20 **When dealing with an angry person who's not violent, try to remain calm and considerate. Ask the person to explain why he or she is angry and what he or she thinks should be done. By simply listening without getting angry or upset, you may defuse a situation that could eventually lead to violence.**

BOMB THREAT TELEPHONE CALLS

Your Name:	Date:
Time Call Received:	Ended:

ASK:

1. Where is the bomb now?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Who placed the bomb?
6. Why was the bomb placed there?
7. Obtain full name and address of informants

DESCRIBE THE VOICE:

- | | | |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Lisp | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Disguised | <input type="checkbox"/> Familiar |

If the voice is familiar, who did it sound like?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Foreign language | by threat maker |

BACKGROUND SOUNDS

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory noises |
| <input type="checkbox"/> Television | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Motor noises | <input type="checkbox"/> Telephone booth |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Traffic noises | _____ |
| <input type="checkbox"/> Air traffic noises | _____ |

EXACT WORDS OF PERSON PLACING THE CALL:

SEX: ☐ Male ☐ Female Approximate Age: _____

REPORT CALL IMMEDIATELY TO:

- ☐ 9 - 911
- ☐ Your supervisor or anyone in management
- ☐ The Emergency Action Coordinator for your building
- ☐ The ARB Health & Safety Coordinator at (916) 323-1158